

Application Scoring Summary

Scoring System

If an application satisfies all applicable requirements, it will be evaluated and scored based on:

- Organizational Capacity: 50 possible points
- Activity Design 50 possible points
- Total 100

If an applicant is applying for multiple activities (except program delivery and administration), please complete Exhibit 2 (Activity Design) for each of the activities. Applicants applying for housing construction activities should complete Exhibit 2b. All of the submitted Exhibit 2 (Activity Design) sections will be averaged for the applicant's total Activity Design score.

No award shall be made to any applicant that scores below a total of 50 points.

Exhibit 1

Organizational Capacity

A. Number of years the applicant organization has served low-income persons with HIV/AIDS

- | | |
|----------------------|----------|
| 1. 10 or more years | 5 points |
| 2. 5-9 years | 4 points |
| 3. Less than 5 years | 3 points |

Maximum Number of Points: 5

B. Care Coordination Site

Applicants are required to ensure that clients are engaged in care coordination/case management. Applicants will receive points either based on the type of care coordination site they are or the level to which they have engaged a care coordination site to provide/receive client referrals.

- | | |
|--|----------|
| 1. Indiana State Department of Health Care Coordination Provider | 5 points |
| 2. Medicaid Care Coordination Provider | 4 points |
| 3. Recipient of memorandum of agreement with Care Coordination Provider(s) to provide/receive client referrals | 3 points |

Maximum Number of Points: 5

C. Describe the services your organization currently provides to low-income persons with HIV/AIDS

Applicant will receive 1 point for each of the current services it provides, up to a maximum of 6 points.

- | | |
|---|---------|
| 1. Case Management/Care Coordination | 1 point |
| 2. Food and Nutrition Assistance | 1 point |
| 3. Budget Counseling | 1 point |
| 4. Emergency Financial Assistance | 1 point |
| 5. Transportation | 1 point |
| 6. Mental Health/Substance Abuse Counseling | 1 point |
| 7. Other | 1 point |

Maximum Number of Points: 6

D. Statewide HIV/AIDS Continuum

Applicants will receive points for membership in the statewide HIV/AIDS planning and service groups.

- | | |
|---|----------|
| 1. Comprehensive HIV Services Planning and Advisory Council | 2 points |
| 2. Local/Regional Community Action Group | 2 points |
| 3. Local/Regional AIDS Task Force | 2 points |
| 4. Indiana HIV/AIDS Alliance | 2 points |

Maximum Number of Points: 8

E. Community Planning

Applicants will receive points for participation in local/regional planning councils and service networks.

- | | |
|---|----------|
| 1. State/Local Consolidated Plan Process | 2 points |
| 2. Regional/Local Continuum of Care | 2 points |
| 3. Regional/Local Homeless Provider Network | 2 points |

Maximum Number of Points: 6

F. Organization's Annual Budget

Applicants must list the sources and uses of funds and provide their most recent tax returns. Their annual budget will be analyzed to determine the percentage of funds received from government, foundations and community support. The budget will also be analyzed to determine the percentage of unrestricted funds available to the organization and its deficit ratio. Points will be awarded as follows:

- | | |
|--|----------|
| 1. Less than 40% of the annual budget derived from government awards | 2 points |
| 2. Less than 40% of the annual budget derived from foundation awards | 2 points |
| 3. Unrestricted funds in an amount greater than 25% of the annual budget | 2 points |
| 4. Deficit ratio greater than zero percent | 2 points |
| 5. At least 5% of the annual budget derived from community support | 2 points |

Maximum Number of Points: 10

G. Financial Management System

Applicants must describe the type of financial management system their organization utilizes. What checks and balances are in place?

0 points

H. Program Financing

How much HOPWA funds are being requested? What other funds (if any) will be dedicated to HOPWA activities?

0 points

I. Previous Funding

Applicants will receive points if they have experience administering grants/awards from state, federal and private funders during the past 12 months.

- | | |
|---|----------|
| 1. Indiana State Department of Health | 2 points |
| 2. Indiana AIDS Fund | 2 points |
| 3. Indiana Housing Finance Authority | 2 points |
| 4. Family and Social Service Administration | 2 points |
| 5. Other | 2 points |

Maximum Number of Points: 10

J. Board of Directors List

Applicants must provide a current list of the organization's Board of Directors.

0 points

Total Number of Points Possible 50

Exhibit 2A

Activity Design

A. Activity Description and Outreach

Applicant will describe the proposed program. Applicant has demonstrated how potential beneficiaries will learn about the program and begin to engage in services. Applicants should detail their defined marketing efforts, mechanism to outreach to potential beneficiaries and partnerships with other agencies for referrals.

Maximum Number of Points: 9

B. Anticipated Number of Beneficiaries to be Served

Applicant will receive points for programs that seek to serve the highest percentage of the organizations total active clients.

- | | |
|---|----------|
| 1. Greater than 25% of total active clients | 5 points |
| 2. 10 – 24% of total active clients | 4 points |
| 3. Less than 10% of total active clients | 2 points |

Maximum Number of Points: 5

C. Consistency with Indiana HIV/AIDS Housing Plan

Applicant will receive points for programs that address the findings and recommendations from the Indiana HIV/AIDS Housing Plan. A copy of the plan is available to download from <http://www.in.gov/ihfa/comdev/hopwa/hopwa.htm>.

Each finding/recommendation is worth 2 points for a maximum of 20 points

1. Housing Affordability
2. Quality of Housing
3. Desire for clients to be independent
4. Confidentiality
5. Multiple Diagnosis
6. Coordinating with Multiple Service Systems
7. Transportation

8. Stigma
9. Reducing barriers to achieving and maintaining housing stability
10. Comprehensive and Collaborative Statewide and Local Planning

Maximum Number of Points: 20

D. Anticipated Outcomes

Applicant will receive 2 points for each outcome identified for a maximum of 10 points. Our definition of outcomes are measurable outputs that will result for beneficiaries as the result of engaging in the proposed program.

Maximum Number of Points: 10

E. Performance Measurement

Applicant will receive 2 points for each performance measurement mechanism identified for a maximum of 6 points. Types of mechanisms include but are not limited to quarterly review of client progress, client surveys, reviewing case notes, etc.

Maximum Number of Points: 6

Total Number of Points Possible 50

Exhibit 2B

Housing Activity Design

A. Barrier Free Housing

Applicant will receive 2 points for each item that seeks to reduce barriers for people living with HIV/AIDS accessing and maintaining affordable housing.

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|---|----------|
| 1. 10% of the HOPWA-assisted units set aside for persons with bad credit | 3 points |
| 2. 10% of the HOPWA-assisted units set aside for persons with recent criminal history | 3 points |
| 3. 10% of the HOPWA-assisted units set aside for persons with poor rental history | 3 points |

Maximum Number of Points: 9

B. Development Characteristics

1. Design of structure, quality of amenities, and energy efficiency

Applicant will receive one point, up to a total of three points for each of the following design features that will be included in each of the assisted units.

- Exterior walls are at least 50% brick
- Security system
- Energy Star rated compact fluorescent light bulbs or lighting fixtures
- Energy Star rated heating system(s)
- Energy Star rated cooling system(s)
- Energy Star rated windows
- Energy Star rated refrigerator
- Ceiling fans in all bedrooms and living rooms

Maximum Number of Points: 3

2. Accessibility

Rehabilitation: Points will be awarded for incorporating up to six accessibility features and design elements of the structure(s) in the development that go above and beyond the requirements of Section 504 of the Rehabilitation Act of 1973. These features must be for all of the units assisted under this award and at no additional cost to tenant. You can receive up to six points.

This category includes such features as, but is not limited to, the building entrance on an accessible route, accessible route into and through the unit, environmental controls in accessible locations, useable kitchens, bathrooms, and door, and reinforced walls for grab bars.

New Construction: Points will be awarded to activities that go above and beyond the requirements of the Fair Housing Act Amendments of 1988 and Section 504 of the Rehabilitation Act of 1973 and that incorporate up to four of the following Universal Design Features in all the units developed under this award.

- 42" or wider hallways
- 32" or wider doorways
- Electrical outlets raised 15" to 18" above the finished floor
- Light switches located 48" above the finished floor
- Toggle, rocker, or touch sensitive control panels instead of switches
- Wall reinforcements for hand rails
- Levers instead of door or faucet knobs
- 30"x 48" clear bathroom floor space with a door that swings out
- Wall reinforcements for grab bars
- A fold down seat in the shower or roll-in shower with no curb
- The bathtub controls located off center toward the outside of the tub
- Adjustable height or hand-held shower head with a flexible hose
- 30"x 48" clear kitchen floor space
- A removable base cabinet for required knee space
- Microwave provided at accessible height
- A front control operated range
- An adjustable counter top or closet rods
- Audio and visual smoke detectors
- Sliding and bi-folding closet doors
- Front loading washer and dryer with front controls, raised on platforms to reduce the need to bend, stoop, or lean over
- Reinforced ceiling (to accommodate pulleys for lifting mechanisms)
- Will have an accessible route that includes no steps or abrupt level of change

Maximum Number of Points: 6

C. Financing

Financing Commitments

Development has received a commitment for the investment of other (non-IHFA) required resources that will be used to cover development and operating costs, upon commercially reasonable terms, subject only to customary closing conditions and otherwise upon such terms and conditions as are satisfactory to IHFA. In-kind donations are included in the resources counted as committed. When utilizing volunteer labor, the applicant must provide a certain number of hours of labor from the donor to be counted as committed. Sweat equity is counted as committed if your program guidelines identify the minimum number of hours that are required of all beneficiaries.

1. 75-99% of other resources are committed 2 points
2. 100% of other resources are committed 3 points

Maximum Number of Points: 3

Average Cost Per Unit

The average cost per unit (defined as total costs paid with cash minus any commercial space development costs or costs of supportive services, divided by the total number of units) is less than the level indicated below for your activity type. This does not include any in-kind donations or volunteer labor in the calculation of total costs paid with cash. See the forms for further guidance on the calculation of the average cost per unit.

1. Single Site - \$75,000/unit 3 points
2. Scattered Site - \$90,000/unit 3 points

Maximum Number of Points: 3

D. Market

Economic Factors

Points will be awarded based upon current economic factors of the housing activity county. Economic Factors for your county are included with the application forms.

1. Lowest 1999 Per Capita Income 2 points
2. Highest 2002 Unemployment Rate 2 points
3. Percentage Change in Population Between 1990 and 2000 2 points

Maximum Number of Points: 6

Housing Need

The applicant has demonstrated a need for the proposed activity in the specific geographic area in the appropriate section of the application forms.

4 points

Maximum Number of Points: 4

E. Organizational Capacity

Financial Evaluation

Applicants will receive points for each of the following financial benchmarks that their organization has achieved. If the applicant is a local unit of government and will be reloaning the funds to another organization (called subgrantee), the scoring criteria would apply to the subgrantee and not the applicant.

Applicants or subgrantees must provide IHFA with their three most recent tax returns filed with the IRS. The tax returns must be for fiscal years 2000 or later. If the applicant has been in existence for less than 3 years, IHFA will accept all tax returns since incorporation but there must be at least one.

1. The Current Assets to Current Liabilities Ratio is greater than or equal to 2 2 points
2. The Current Assets to Current Liabilities Ratio is greater than or equal to 1.5, but less than 2 1 point

The Deficit Ratio for each of the past three years, or since incorporation, whichever is less, is greater than 0% as defined by:

$$\frac{\text{Total Revenues} - \text{Total Expenses}}{\text{Total Expenses}}$$

2 points

Maximum Number of Points: 4

F. Readiness to Proceed

Client Intake

Applicant will receive 2 points for each item completed prior to submission of the application.

1. Created boilerplate leases and/or applications with applicable IHFA requirements 2 points
2. Created boilerplates for all procured services for anticipated development 2 points
3. Has completed the Environmental Review Process 2 points
4. Has completed the Section 106 Historic Review 2 points
5. Has begun marketing for eligible beneficiaries 2 points

Maximum Number of Points: 10

G. MBE/WBE Participation

Two points will be awarded if a Minority Business Enterprise or Women Business Enterprise materially participates in the development (e.g. as a consultant, application preparer, administrator, etc.), professional services or management of the property. As evidence of this participation as described below, the applicant must submit the following with the application: all applicable addresses of all owners and their respective affiliation(s), and a certificate from the Indiana Department of Administration, Office of Minority Development. IHFA understands that this department does not issue certifications for housing. However, the certification from this department is acceptable.

Minority Business Enterprise (MBE) Participation

Minority Business Enterprise means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States Citizens and (b) members of a racial minority group. "Owned and controlled" means having: (a) ownership of at least 51% of the enterprise (stock of a corporation, interest in a limited liability company, or general partner of a limited partnership); (b) control over the management and being active in the day to day operation of the business; and (c) an interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

OR

Women Business Enterprise (WBE) Participation

Women Business Enterprise means an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States Citizens and (b) female in gender. "Owned and controlled" means having: (a) ownership of at least 51% of the enterprise (stock of a corporation, interest in a limited liability company, or general partner of a limited partnership); (b) control over the management and being active in the day to day operation of the business; and (c) an interest in the capital, assets, profits, and losses of the business proportional to the percentage of ownership.

Maximum Number of Points: 2

Total Number of Points Possible 50

Notwithstanding the point ranking system set forth above, IHFA reserves the right to allocate funds irrespective of point ranking, if such intended allocation is: (1) in compliance with applicable statutes; (2) in furtherance of promoting affordable housing; and (3) determined by IHFA's Board of Directors to be in the interests of the citizens of the State of Indiana.

Assistance may be provided in the form of grants or loans; however, funds will be awarded only in amounts appropriate to the scope of the identified need. IHFA reserves the right to determine the exact amount and type of assistance needed for each individual activity.